

STEP 1 CREATING A PASSWORD

- 1. Please go to https://pwd.LIFE.edu.
- 2. Enter your username and password.

You would have received your credentials in an email from Admissions@LIFE.edu with a subject of "Your Life University EagleNet Access" and should look similar to the following example:

Username: john.doe (case sensitive on WebAdvisor and Eaglenet) Password: Example@1234 (case sensitive)

3. Click on the "Login" button.

Don't use the I Forgot My Password or My Password Expired links at this time

Now you will be prompted to change your password:

- 1. Enter your old (or temporary) password (listed above)
- 2. Enter your new password
- 3. Confirm your new password
- 4. Click on "Change Password"

Make sure your new password meets all of these requirements:

- Minimum length should be at least 8 characters
- Must contain both upper and lowercase characters
- Must contain at least one special character
- Must include at least one number
- Must not have 5 consecutive characters from username
- Must not be a palindrome (forward and reverse spelling the same)
- Must not contain any character more than twice consecutively

* If everything is successful you will see the following screen *

ign in			
User Nar	ne:		
Password:		•••••	
		Login	
<u>></u> 1	For	got My Password	
0	- D	assword Expired	



Old Password :	
New Password :	
Confirm New Password :	
	 Minimum length should be at least "8"
	 Number of special characters to include "1"
	 Must contain both upper and lowercase characters
	 Number of numerals to include "1"
	 Must not have 5 consecutive characters from username
	 Must not be a palindrome
	 Must not contain any character more than twice consecutively

Click on the "Click here to continue" link

C	Cna	inge your corrent (or temporary) Life University account password.
0	0	ACTIVE DIRECTORY-Your password has been changed Click here to continue successfully.
0	0	student.life.edu[Google Apps]-Your Google App password has been successfully changed.

If you haven't enrolled in the "password self-service portal" before, you will be required to enroll now

Now you will be prompted to change your password:

- 1. Enter your old (or temporary) password (listed above)
- 2. Enter your new password
- 3. Confirm your new password
- 4. Click on "Change Password"

Notes regarding passwords:

- This password change is for BlackBoard, Email, WebAdvisor and most Life University logins.
- BlackBoard and Email are available for current students and will become available on the first day of class for new students.
- Passwords expire in 90 days.
- For current and prospective students and employees, you will need to change your password EVERY 90 days.
- BlackBoard and WebAdvisor won't tell you when your password has expired, it just doesn't allow you to logon.
- So, if they stop working, go to https://pwd.life.edu and change your password.



STEP 2 HOW TO LOGIN TO STUDENT EMAIL AS A NEW STUDENT

*It is recommended to use an incognito window if you are currently signed into any other Google account on your device.

- 1. Click here to get to login.
 This link will direct you to email login like picture below:

 Image: Comparison of the second of the
 - 2. Sign in with <u>username@Student.LIFE.edu</u> given and password (you set this password after enrolling in pwd.life.edu).

Google	Google
Sign in	Sign in
to continue to Admin console	to continue to Admin console
Enter por email john doal Forget email?	Fingu your email john.doi Forgot email?
Not your computer? Use Guestmodeto sign in privately Learn more	Not your compute? Use Quest mode to sign in privately Learn more
Creele account Next	Criate ecitoatt Next
English (United States) - Help Privacy Texns	English (United Starts) • Help Privacy Terms
Username: john dee	Password: johndooisCool1

3. You should now be logged in and able to access your student email.

Note: If you have any trouble logging in please email <u>itsupport@life.edu</u>.